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	ROUTING AND	RECOR	D SHEET	,	
SURIECT: (Optional) OL Afraura	nal Safety a	nd Heal	ith Program Report	;	
John M. Director on Logisti	EXTENSION		01 -4/21-88		
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TO: (Officer designation, room number, and- building)	DATE	OFFICER'S	COMMENTS (Number each comment to she	r from whom	
	RECEIVED FORWARDER	INITIALS	to whom. Draw a line across column after a	ach comment.)	
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0 4 NOV 1988

John M. Ray

MEMORANDUM FOR:

Chief, Safety Division, Office of Medical

Services

FROM:

John M. Ray

Director of Logistics

SUBJECT:

Office of Logistics Annual Occupational

Safety and Health Report

REFERENCE:

Memo to D/L fm C/SD/OMS, dtd 20 Sep 88, Subj:

Agency Occupational Safety and Health Program,

Annual Report to the Secretary of Labor

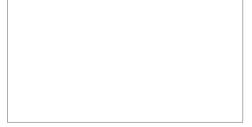
- 1. Attached is the Office of Logistics (OL) Annual Occupational Safety and Health Report for 1988. This year's report follows the new guidelines suggested in the reference and includes the past year's accomplishments, goals for the upcoming year, and suggestions for the future.
- 2. The report is divided by groups within OL and does not duplicate those programs for which the Safety Division is solely responsible.

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Attachment: As stated

This memorandum is unclassified when separated from attachment

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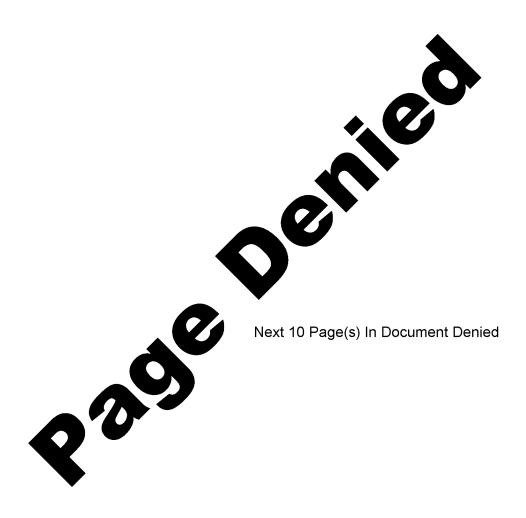
SUBJECT: Office of Logistics Annual Occupational Safety and

Health Report

Distribution:

1 - OL Files
1 - PS Chrono
1 - PS Official

25X1 OL/PS/BB:bp/3Nov88



## Occupational Safety and Health Program Annual Report for FY88

	· · · · · · · · · · · · · · · · · · ·
	Number of Employees:
	Name of Facility/Com

Paragraphs are numbered to reference questions 2 through 4 on survey.

- 2. The primary methods utilized by Printing and Photography Group (P&PG) to assure that employees receive job health, safety awareness, and hazard recognition training is through attendance at Agency training courses. Last year, seventeen P&PG employees attended various runnings of the Basic Health and Safety Course and nine attended the Advanced Health and Safety course which incorporated hazard recognition exercises. Additionally, a special running of the OSHA, Hazardous Materials course was attended by eight P&PG employees.
- Planned safety and health goals for next year are to perform plant inspection walkthroughs to identify potential working and health hazards. Last year, all employees in the Press Branch and Bindery Branch had audiograms. Arrangements are being made to have employees in the same areas retested again next year. Additionally, various areas of the plant will be checked again this year for adequate ventilation where solvent and chemical vapors are present The OMS Safety Staff has checked chemical in the air. concentrations in areas where odors are noticeable and found them to be within acceptable limits. This testing will be continued as requested and when new chemicals are introduced into the plant. next year, we plan to determine the feasibility of installing a sound warning device in the press and bindery area that will alert employees when noise levels exceed regulated limits and hearing protection must be worn. In order to determine noise exposure levels, P&PG has inquired whether portable sound measuring devices are available that can be worn by employees in the press room and bindery. While the initial response was that the Safety Division could not provide such monitors, they may be available commercially and P&PG is evaluating whether or not to purchase the equipment.

In addition to safety inspection, testing for chemical concentrations, and noise monitoring, P&PG will continue sending employees to health and safety courses during the coming year.

4. P&PG has three government vehicles assigned for official use. The vehicles are available for use on official business by any employee holding a valid driver's permit. All employees received the notice on Safety Belt Usage Policy disseminated in September 1987. Since the vehicles are not used to carry passengers and the only occupant is usually the driver, observation would be impractical and no safety belt use observation surveys have been maintained by P&PG. There have been no automobile accidents involving P&PG government vehicles reported during the past year.

## Occupational Safety and Health Program Annual Report for FY88

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Number of Emp	loyees:	 	

	MEMORANDUM FOR:	Chief, Planning Staff,	OL			
STAT	FROM:					
	4	Chief, Facilities Manag	gement Group, OL			
		Agency Occupational Saf Annual Report For The S	Secretary Of Labor			
STAT		d of FY 88, the Facilit ff and con <u>tract employ</u> e				
STAT	Component Safety	Officer is	who assumed the			
STAT	responsibility in mid September. She replaced who was reassigned in mid August.					
	2. Following are statistics on accidents in FMG for FY 88:					
	Numbe Fatal	r of accidents	6 0			
	Lost		2 days			
	Restr	icted duty	3 days			
	Disab	ilities	0			
	3. The above	injuries may have been	n avoided had employees			
		No change in procedure				
	identified that m	ay have prevented the a	accidents.			
STAT						

- 5. The following goals have been set for FY 89:
  - a. Schedule the Basic Health and Safety Course for all new employees and all other employees that have not had the course in the last five year.
  - b. Conduct safety inspections in the central plant, electrical vaults, mechanical rooms, and UPS rooms and correct all deficiencies found.

SUBJECT: Agency Occupational Safety And Health Program, Annual Report For The Secretary Of Labor

- c. Continue with the program to identify, encapsulate and/or remove asbestos on renovation projects.
- d. Replace leaking underground fuel storage tanks at the Motor Pool with EPA approved tanks.
- e. Remove all electrical transformers from the compound containing PCB in accordance with EPA regulations.
- f. Establish a Safe Driver of the Month program for Motor Pool drivers.
- 6. The following goals were accomplished during FY 88:
  - a. Identified and labeled piping and ducts with asbestos thermal insulation in mechanical rooms.
  - b. Encapsulated or removed asbestos thermal insulation on piping and duct systems in mechanical rooms.
  - c. Labeled all electrical vaults housing electrical transformers containing PCB.

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- e. Made reports to local and national authorities on accidental spills that could have impact on the environment.
- f. In conjunction with OMS/SD, conducted flow rates on all compound fire hydrants.
- g. Assisted OMS/SD and the Environmental Health & Preventative Medical Officer in improving the quality of life for Headquarters employees.

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Agency Occupational Safety And Health Program, SUBJECT:

Annual Report For The Secretary Of Labor

(XX October 1988)

Distribution:

OL/FMG/HD

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